

AGRICULTURAL SUSTAINABILITY INSTITUTE'S EMPLOYEE HANDBOOK

July 2015

ASI Handbook

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Agricultural Sustainability Institute (ASI) Employee Handbook

1. Academic Advisory Committee

ASI formed an Academic Advisory Committee (AAC) in 2014 at the recommendation of ASI's first faculty review. This committee was formed to expand our engagement with faculty members at UC Davis and elsewhere. AAC members hold advisory meetings as needed, and they are invited to all ASI events. The list of members is found at [N:/ASI General Information/Academic Advisory Cmte/Academic Advisory Committee](#).

2. Academic and Staff Assistance Program (ASAP)

The Academic and Staff Assistance Program (ASAP) offers confidential, cost free assessment, intervention, consultation and referral services to all UC Davis faculty, staff and their immediate families. Whether the problem is work- related or personal, administrative or individual, career or relationship focused, our experienced staff can assist you in recognizing and resolving the problem. When additional resources are needed, we can link you to the appropriate services in your community.

If you are concerned about a colleague, co-worker, friend, subordinate or work group, we can help you. Our goal is to help at the earliest possible moment.

Confidentiality - ASAP is strictly confidential. Your need for privacy is respected. No information about your participation is released to anyone without your written consent except when legally mandated. No information from ASAP appears in any departmental, central or personnel file.

Cost Free Services - There is no cost for ASAP's services. To schedule an appointment, please call 530-752-2727.

3. Account Numbers

UC Davis's accounting system requires account numbers for all financial transactions. You may already be familiar with account numbers if you are working on a grant, and the grant has been assigned an account number. Any travel, entertainment, or office supply purchase will need an account number. If you don't know what account number to use, contact ASI's financial analyst.

4. Agriculture and Natural Resources (ANR)

ANR is a statewide network of University of California researchers and educators dedicated to the creation, development and application of knowledge in agricultural, natural and human resources. ANR is also a funder of ASI. There are a lot of resources available on their website at www.ucanr.edu, such as the “People Search” directory under the tab “People.” If you are looking for an expert in a certain field, i.e., almond trees, just enter the words, “almond trees” in the “Title/Specialty” search box and a list of researchers who work on that subject will appear.

5. Arrowhead

Arrowhead delivers bottled water once a month to 143 Robbins Hall, and the water is available to ASI employees. If the water bottle supply is low, notify the Executive Analyst.

6. ASI Programs

ASI has four main programs and one administrative office:

- UC Sustainable Agriculture, Research, and Education Program (SAREP). SAREP provides leadership and support for scientific research and education in agricultural and food systems that are economically viable, conserve natural resources and biodiversity, and enhance the quality of life in the state’s communities. SAREP serves farmers, farmworkers, ranchers, researchers, educators, regulators, policy makers, industry professionals, consumers, and community organizations across the state. SAREP is located in the Robbins Hall Annex close to the middle of campus.
- Russell Ranch Sustainable Agriculture Facility is a 300-acre facility near the UC Davis campus dedicated to investigating irrigated and dry-land agriculture in a Mediterranean climate. Among Russell Ranch’s ongoing experiments is a 100-year study referred to as the Long Term Research in Agricultural Sustainability, which is comprised of 72 one-acre plots.
- Since its inception in 1977, the Student Farm has served the UC Davis students and faculty, farmers, gardeners, school children, and many others. It is located on Extension Drive on the northwest side of the campus. Its unique program centers around three principles:
 - A focus on sustainable agriculture principles and practices;
 - An emphasis on in-field, experiential learning;
 - The encouragement of student initiative, creativity, and exploration.

- Inter-Institutional Network for Food, Agriculture, and Sustainability (INFAS) is a network of educators and researchers who are dedicated to food system sustainability and committed to supporting, learning from and partnering with activists in our communities. It was established in 2010 with an endowment from the W. K. Kellogg Foundation. The Network Coordinator's office is located in 143 Robbins Hall.
- ASI's administrative office is located in 143 Robbins Hall and includes the Director, the Executive Analyst, the Financial Analyst, and the Proposal Coordinator. Other positions may be located in those offices as needed.

7. ASI Insider

The *ASI Insider* is a monthly newsletter published for ASI employees and affiliates. It allows ASI staff to give updates on the latest projects they are working on or any current achievements. If you have items that should be included in the *Insider*, please notify ASI's Communications Coordinator.

8. ASI's Master Phone List

The ASI master phone list is located at N:/ASI General Information/Phone Lists/ASI Master Phone List. This phone list is continually being updated as staff changes. To be added to the phone list, please contact the Executive Analyst.

9. Bicycling

ASI has a bike that you can check out through the ASI bike calendar. The bike is kept behind the purple chairs in the Annex room 7. A bike lock is located with the bike, and the key is kept in the lock. A helmet and headlight/taillights are kept hanging on the coat rack in the same room. Only use the headlight/taillights when riding in the dark and return to the green bag when not using (so they aren't stolen off the bike).

There is a great Bicycle Program here at UC Davis. You can find more information here: <http://taps.ucdavis.edu/bicycle>. All bicycles on campus must have a current California Bicycle license. Bicycle licenses can be purchased at the Transportation Services offices.

Fall at UC Davis is notorious for bicycle accidents. If you plan to ride a bike on campus, it would be helpful to watch this bicycle safety video, which was a collaboration between the Transportation & Parking Services (TAPS) and University Policy Department: <https://vimeo.com/75059452>.

10. Birthdays

ASI keeps track of individual birthdays by entering them on the CAES Agricultural Sustainability Institute calendar. Monthly the Executive Analyst sends out an email to ASI staff notifying everyone about upcoming birthdays. It is up to individual staff members to decide how they would like to celebrate a fellow employee's birthday.

11. Brochures

ASI's Communications Coordinator has created brochures for our main programs. Copies are kept near the Communications Coordinator's desk and the main office in 143 Robbins Hall. These brochures are used when ASI staff are traveling and want to leave brochures with individuals, when ASI has visitors, and at events where we have a display table. Please let the Communications Coordinator know when you take more than 20 brochures so we can restock the displays.

12. Brown Bag Lunch Presentations

Often ASI will invite guests to give "Brown Bag Lunch" presentations. This differs from our "Distinguished Speaker Series" as it is more informal. It is advertised to (usually) everyone included in the ASI-All email list. It is generally held in the Annex conference room, and individuals are invited to bring their own lunch and listen to the speaker. It is a fun and more low-key way to learn about exciting work and research that is going on around the world.

13. Building Maintenance

For any type of building maintenance issue, contact the Program Manager or the Executive Analyst about building maintenance issues. Some issues are handled in house, and some are handled by UCD's Facilities Department. If the Program Manager or the Executive Analyst aren't available, and it's an important issue such as an overflowing toilet, a "work ticket" can be placed at http://facilities.ucdavis.edu/building_maintenance/services.html. The "Submit a Work Order" hyperlink is on the left side of the page under "Quick Links."

14. Business Cards

Our business cards are ordered through Reprographics, a UCD program. If you need to order business cards, please order the smallest amount because invariably the information will change before you run out of cards. This is the link to order cards:

<http://reprographics.ucdavis.edu/stationery/businesscards/>. Look at the yellow and grey navigation bars near the top of the page to see the style and color choices (options) and

then pricing and order to order. Make sure you know which logos and what information needs to be included on the cards before ordering. If you have any questions, check with your supervisor or our Communications Coordinator. We generally suggest that you use your working job title, not formal position title on your card. Get approval for which account number to charge before ordering. Also, please update your UC Davis directory entry with your working job title. <http://directory.ucdavis.edu/PeopleSearch.htm>

15. CA&ES Dean's Office

ASI is a “hub” of the College of Agricultural and Environmental Sciences (CAES). Therefore, the Dean's office is a help for many of ASI's operations. The CA&ES phone list is located at N:/ASI General Information/CA&ES Dean's Office/CAESDO Phone List. [Need to update]

16. Campus Resources

- If you ride your bike or use alternative transportation to work at least 3 days a week, check out <http://goclub.ucdavis.edu/> to sign up for benefits such as free parking permits (for occasional use).
- Check out the vast resources available through UCD's Staff Development and Professional Services. <http://sdps.ucdavis.edu/index.html> Resources include classes, on-line courses, and Books 24x7 (an amazing catalog of business, strategy, leadership, communication, and IT books that are available to you (free) on your computer or mobile device).
- If you enjoy yoga, you might be interested in signing up for the weekly (free) staff hatha yoga class taught at noon on Fridays.
http://sdps.ucdavis.edu/course_catalog/worklife_wellness/hatha_yoga.html

17. Car (ASI Car)

ASI leases a car from the campus Fleet Services. This car is available for ASI staff to use for work-related events that require travel. Sign the car out on the Outlook calendar entitled, “CAES ASI-Car.” If two people need the car at the same time, the out-of-town traveler will have preference. There is no parking permit needed for the ASI car. Put as much information into the Outlook meeting reservation as possible, to help us assist in providing a car use log, as required by Fleet Services. Pick up the car keys from 143 Robbins Hall, top drawer of the filing cabinet on the right. The car is generally parked in parking lot #27, just west of the Robbins Hall Annex. Return the car to the same parking lot. The car can park in parking spots marked for A or C permits, and “Diamond E/Vendor Spaces.” It does not require a parking permit. Do not leave the car in a personal residence parking spot overnight – it is frowned upon by UCD policy. Policy also does not allow vehicles to be left at the airport for over 24 hours.

If you return the car after business hours and you are an Annex employee who doesn't have a key to gain entry into Robbins Hall, a main building key is stored in the Annex office supply area, hanging on the inside door of the first supply cabinet. This will allow entry into Robbins Hall, and the Annex key will also open the door to 143 Robbins Hall. After returning the car keys to 143 Robbins Hall, return the main building key to the supply cabinet.

If you are not able to find a parking spot in Parking Lot #27, park it as close as possible, and leave a post-it note on the keys indicating to the next person to use the car where it is located.

The car can be filled with gas at Fleet Services (preferred method) by using the gas pumps and the black scanner piece that is connected to the key ring. Try to fill the car up with gas if it is at 1/3 full. Pull car up to the pump, note the mileage, enter the pump number at the kiosk, enter the mileage, scan the black scanner piece, and the gas pump will be ready. There is a free car wash located at Fleet Services also. Access the car wash by turning right after exiting the gas pump area, and locating the car wash area on your right. Pull up to the car wash kiosk, enter the number on the kiosk, and pull the car into the wash area.

Fleet Services hours are 7 am-5 pm, Monday-Friday; 7 am-12:30 pm, Saturday; 10:00 am - 1:00 pm Sunday.

If you need to buy gas while traveling, use the credit card in the pouch attached to the key ring.

If you receive a traffic violation ticket while using the car, you will be responsible for the payment of the fine.

If the vehicle breaks down while you are using it, call Fleet Services at 530-752-0789 (or look on the key chain) Monday-Friday between 7:00 am-5:00 pm. Call the UCD Police Department after hours at 530-752-1230. Call the National Automobile Club if you are not able to make contact with Fleet Services or the Police Department. This National Automobile Club service is available to drivers of University vehicles through the California Official State Fuel Credit Card (Voyager Card) which is located in the key pouch connected to the key ring. More information can be found at:

<http://fleet.ucdavis.edu/Dispatch/breakdown>.

If you are involved in an accident while driving the car, fill out this form as soon as possible: <http://safetyservices.ucdavis.edu/ps/rm/rmr/rmf/autoAccident.pdf>.

UCD Policy and Procedure Manual for University Owned Vehicles is located here:
<http://manuals.ucdavis.edu/ppm/300/300-30.pdf>.

18. Catering

If you are organizing an event that needs catering, check the list of UC Davis Approved Caterers at http://www.cevs.ucdavis.edu/dept_cont/caterers/. University Catering offers ASI-produced food items such as Russell Ranch Dried Tomatoes, Wheat Flour, and Student Farm items, therefore highlighting sustainability. They also hire UCD students. Their website is located at <http://catering.ucdavis.edu/>. The Executive Analyst handles catering for major ASI events, and is a good resource for catering questions.

19. Cleaning

Every staff member is responsible for keeping their own work area clean. Cleaning supplies are provided by ASI. It is good to wipe down the desk, computer screen and keyboard, and shelving every once in a while. The janitorial service sweeps/vacuums the floors, but is not responsible for heavy floor cleaning; that is an extra charge. The ASI student assistant cleans general office surfaces such as conference rooms, filing cabinet tops which are located in entry areas, and the sink/microwave. Talk to the Executive Analyst if you need special cleaning supplies or have questions.

The refrigerator in the Annex has a cleaning schedule (rotating between the staff who work in that building). The refrigerator in 143 Robbins Hall is cleaned by the student assistant, if there is one available; otherwise, the cleaning is rotated between employees who use it.

20. Coffee Club

There is a “coffee club” which is open to all ASI employees, but the coffee maker is located in 143 Robbins Hall. Notify the Executive Analyst if you would like to join. Coffee is made every day that members are in the office. Every member brings a package of coffee as needed. Cream is supplied by the Executive Analyst. Members need to supply their own sugar.

21. Commencement

ASI staff is expected to volunteer at one of the two CA&ES commencements held during the year. The dates of each commencement can be found here: <http://commencement.ucdavis.edu/>, and you will receive emails from the CA&ES Dean’s Office prior to the event, asking for volunteers.

22. Computers

- Make sure that you allow your computer to get the periodic Microsoft and other program updates. To do this, either leave the computer docked and on overnight, or occasionally (once a week or so) make sure to Shut Down your computer instead of allowing it to Sleep or Hibernate. (It isn't necessary to shut down each day.) Make sure the updates happen either way.
- The Dean's Office Computing Resource Unit provides our support: <http://computing.caes.ucdavis.edu/>. You can submit requests for support through their web site (above) or send an email request ticket to csrequests@caes.ucdavis.edu. It's most effective to provide plenty of descriptive information, and only include one issue per ticket (unless it seems to be a related problem).
- To request the installation (and/or purchase) of any software (even if free) will need your supervisor's approval prior to the request to CRU.
- At the end of the day, please make sure your computer either goes to sleep or shuts down; monitors should not stay "on" overnight.
- Be aware of Microsoft updates...look for symbol on the Shut Down button. Second Tuesday of the month is usual time for new updates.
- Reminder – please don't keep anything on your desktop that you wouldn't want to lose – it is not backed up.
- Laptop users: recommend that you configure your X drive so that these files are "always available off-line."
- Laptops should not be left docked in clear view during non-business hours; they can be placed in a drawer or cabinet if you aren't taking it with you.
- When printing, default should be double-sided on black and white printer. (Even black cartridges on our color printers are VERY expensive; please only use Rhubarb or Cocoa when color is needed.)
- If printer doesn't work, please check with others, then submit a support ticket (cc Program Manager or Exec Analyst) if usual trouble shooting doesn't resolve issue.
- Cool tricks...see <http://computing.caes.ucdavis.edu/guides>.

23. Computing Accounts (New)

If you are hiring an employee to work with you (for example, a student assistant), you will need to contact Computing Resources Unit to get a computing account. The form is located at <http://computing.caes.ucdavis.edu/guides/get-an-account>. If you are hiring someone who is not currently a UCD employee (for example, guest faculty/staff/visiting scholars), you will need to fill out the "Temporary Affiliate Form" at <https://computingaccounts.ucdavis.edu/cgi-bin/taf/index.cgi>.

24. Conference Room Reservations

Below is a list of conference rooms that are available for reservation:

- ASI conference room 147 – holds 5 people. Reservations are made through the Outlook calendar CAES ASI-Robbins-147.
- ASI Annex conference room – holds approximately 20 people (using chairs around the edge of the room). Reservations are made through the Outlook calendar CAES ASI-Annex-conferenceroom.
- Other campus conference rooms can be reserved through this website (at no charge): <http://www.plantsciences.ucdavis.edu/departments/calendar/> . One of the more popular conference rooms on this list is Robbins Hall Weed Science Library (140 Robbins Hall) since it is located across the hall from ASI's administrative offices.
- It is also possible to reserve larger rooms on campus for a fee. Those rooms can be reserved through <http://www.cevs.ucdavis.edu/Public/reservations/> .

25. Contracts

If you need to reserve a bus, meeting location, or anything that requires you to sign a contract (i.e., has payment terms), then the contract will need to be approved by UCD's Business Contracts Department. ASI employees NEVER sign contracts; they are signed by the Contracts Department. *It is imperative that you allow enough time for the approval of the contract to go through the whole system before the item is needed.*

If you need to obtain a contract approval, check with the Executive Analyst or the Financial Analyst. One of them will enter it into the pre-purchasing system to start the approval process.

26. Core Support Team

ASI's core support team is comprised of the Program Manager, Financial Analyst, Proposal Coordinator/Project Manager, Communications Coordinator, and the Executive Analyst. This is the team you will contact for administrative needs/questions. Following is a short list of their job duties:

- Program Manager
 - Manage general operations.
 - Manage human resources planning and staff supervision.
 - Manage program evaluation and impact assessment.
- Financial Analyst

- Manage budget development, management, and analysis of general operating funds, self-supporting activity funds, and other funding sources.
- Manage post-award administration of extramural funds and gifts.
- Proposal Coordinator/Project Manager
 - Identify research and funding opportunities.
 - Develop and coordinate multi-disciplinary and multi-collaborative proposals.
 - Track research collaborations and partnerships.
 - Manage proposal submission process.
 - Manage large funded projects.
 - Support development and strategic communications.
- Communications Coordinator
 - Coordinate stakeholder communication and outreach.
 - Teamwork and leadership.
 - Media and public relations.
- Executive Analyst
 - Project management.
 - Executive analysis and support.
 - External & internal constituent and donor relations.

27. Corporate Cards

A corporate card, also called a “Travel and Entertainment Card” is a university-sponsored credit card issued to employees who travel or entertain on behalf of the university. It should be used for all travel/entertainment costs such as airline tickets, hotels, car rentals, meals, etc. If your job requires travel and entertainment costs, then visit this site to learn more about this card: http://afs.ucdavis.edu/our_services/travel-e-entertainment/te-visa/index.html . Once you obtain and use a corporate card, the charges will import into MyTravel, and you will need to reconcile the charges through a report. Each employee is responsible for their own MyTravel expense reports, but the Executive Analyst is available for training and questions.

28. Dean’s Office Contact List

ASI is a hub of the College of Agricultural and Environmental Sciences (CAES). The Dean’s Office supports ASI administratively. The phone list for the Dean’s Office is located at N:/_ASI General Information/CA&ES Dean’s Office/CAESDO Phone List 14-15. To see which staff member is responsible for which job duties, see this website: <http://www.caes.ucdavis.edu/admin/business>. This website is a directory for everyone in

the CAES: <http://www.caes.ucdavis.edu/about/directory/directory-org>. If you have further questions about who to contact, ask the Executive Analyst.

29. Direct Deposit

If you need to sign up for direct deposit of your pay check or UCD reimbursements, go to this website: http://afs.ucdavis.edu/our_services/payroll-services/employee-resources/enroll-change-direct-deposit.html, but it will take up to 30 days for the direct deposit to take effect. Payroll calendars and schedules are found here: http://afs.ucdavis.edu/our_services/payroll-services/employee-resources/payroll-calendar-e-schedules.html.

30. Distinguished Speaker Series

ASI hosts distinguished speakers and has a fine history of speakers whose posters are located in the ASI administrative offices at 143 Robbins. When speakers are hosted, everyone at ASI receives an invitation via email.

31. Emergencies (Reporting and Evacuating)

In the event of an emergency, UCD employees should contact UC Davis Dispatch by dialing 9-1-1 from a landline or cell phone. You should call 9-1-1 in the event of a medical emergency, to report all fire incidents (even if the fire is extinguished), or to report criminal or suspicious behavior. Provide the following information to the dispatch upon calling: who you are, whether you are in a safe location, what the nature of the emergency is, where it is located, when it happened, and how it happened.

If an emergency calls for an evacuation, prior to exiting, close, but do not lock, the doors (locked doors can hamper rescue operations). Remember that you may not be allowed back into the building for an extended time. During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised.

ASI (administrative offices and Annex) employees should plan to meet in parking lot 27 if there is an evacuation. Meeting in parking lot 27 will allow a headcount to be taken of employees and enable quick notification to emergency crews if an employee is missing.

Do not take it upon yourself to release information to any source of media. Refer the media to the Director.

32. Employee Performance Appraisal Report (EPAR)

UCD staff is evaluated annually using the Employee Performance Appraisal Report (EPAR) system. You will be notified by email from the Dean's office about the timeline for your EPAR. You will access the EPAR system here: <http://epar.ucdavis.edu>, and you can find the user's guide here: <http://www.hr.ucdavis.edu/epar/EPARUserGuide.pdf>.

33. Ergonomics

If you are experiencing discomfort at your workstation, perform the computer ergonomics self-evaluation (steps 1-4) located at <http://safetyservices.ucdavis.edu/ps/ebm/office-ergonomics-1/computerWorkstation>. Also watch this video: <https://www.youtube.com/watch?v=v4v7CXDBTxk> and read this PDF computer ergonomics document located at: <http://safetyservices.ucdavis.edu/ps/ebm/egl/formsg/computerErgo.pdf/view>. If you are still experiencing discomfort, inform your supervisor.

34. Events

ASI hosts six major events during the year. Depending on your position at ASI, you may be involved or invited to one or more of the following:

- ASI Winter Staff Party
- Eric Bradford and Charlie Rominger Agricultural Sustainability Leadership Award Ceremony
- Russell Ranch Field Day
- Sustainable Agriculture & Food Systems (SA&FS) Graduation Celebration
- SA&FS Fall Welcome at the Farm
- External Advisory Board Meeting

35. External Advisory Board

ASI's External Advisory Board is structured to reflect a wide range of differing perspectives and the members are drawn from leaders in their respective fields, including farmers and ranchers; agricultural, environmental, and community organizations; food manufacturers and retailers; educators, policy makers; and the media. Current Board Members can be found here: <http://asi.ucdavis.edu/about/advisory-board/board-members/current-members>.

36. Fellows

ASI has a group of faculty affiliates who are called, “ASI Fellows.” They are faculty who are significantly engaged in ASI activities, and are chosen by the Director. In addition to UCD professors, faculty affiliates may include UC Cooperative Extension Specialists and colleagues at other UC campuses and other universities. The list of current Fellows can be found at: [N:/_ASI General Information/Fellows](#).

37. Internet Connections

UC employees can connect to the internet on a phone/tablet/laptop (not already connected to the network) by searching under Settings for the network called “Eduroam.” UCD guests need to find the network called “ucd-guest.” They will connect, open a browser, and follow the self-registration instructions.

38. Kerberos Log In

Once you obtain a UCD computing account, you will obtain a UCD login ID and Kerberos password. The Kerberos password is used to access many UCD websites that are available to employees only. If you do not have a Kerberos log in, see your supervisor.

39. Keys

Building keys are checked out to ASI employees through the Dean’s Office. The Executive Analyst also has a few office keys that are issues temporarily to short-term employees. If you need a key, ask your supervisor or the Executive Analyst, and they will direct you to the correct contact in the Dean’s Office or will make contact themselves.

The same key opens the Annex and the door to 143 Robbins Hall, ASI’s administrative offices. There is a key to the main Robbins Hall building located in the first filing cabinet (hanging on the inside of the door), in the Annex supply room. This key is placed here for those who need to get into 143 Robbins Hall (for example, to return the ASI car key) after work hours. Please return the main building key to the Annex supply room when done.

40. Letterhead

ASI’s letterhead is located at [N:/_ASI General Information/ASI Letterheads](#). You will find letterhead for ASI, ASI-SAREP, and UC Interoffice. If you have a question about which letterhead you should use, check with your supervisor.

41. Lockdown Schedule for Central Campus

Vehicular movement in the core of campus is prohibited during class breaks/lockdown. When a traffic control gate light is flashing, lockdown is in progress and drivers may not enter the campus core at this time. Drivers that are already in the core area during class breaks are required to park along the curb and stay in the vehicle until lockdown/class break has concluded. Following is the Lockdown Schedule:

Lockdown Start Time	Lockdown End Time
7:50am	8:00am
8:50am	9:00am
9:50am	10:00am
10:20am	10:30am
10:50am	11:00am
11:50am	12:10pm
1:00pm	1:10pm
1:30pm	1:40pm
2:00pm	2:10pm
3:00pm	3:10pm
4:00pm	4:10pm
4:30pm	4:40pm
5:00pm	5:10pm
6:00pm	6:10pm
7:00pm	7:10pm

42. Mail

Mail Services visit 143 Robbins Hall, ASI administrative offices, every Tuesday and Thursday to drop off/pick up mail. The Executive Analyst or student assistant will sort and deliver the mail. This is the only mail stop location for ASI, so SAREP, Student Farm, and Russell Ranch mail is delivered here. If you need to have mail sent to ASI, use the following address:

ASI @ UC Davis
One Shields Avenue
143 Robbins Hall
Davis, CA 95616

The campus mail delivery system is based upon department names. To ensure accurate and timely delivery, address all of your campus mail using the department name, not a room number or building name. To find the address of an employee, use the www.ucdavis.edu website, go to the "Search" box and choose "people" then enter the person's name. Their name, department, and email address will appear. Campus inter-department mail

envelopes are located in 143 Robbins Hall in a drawer by the black/white printer (just outside the Director's office). The drawer is labeled.

For mail that will be delivered off campus, we have envelopes specialized for this type of delivery. They are stored in the top drawer of the filing cabinet by the Executive Analyst's cubicle. The filing cabinet is to the right as you walk in the door. These envelopes have the recharge number on them for the postage. You do not need to use a stamp or run it through a postage meter.

For express shipments, see this website: http://afs.ucdavis.edu/our_services/distribution-services/mail-services/ship-out-program.html#express . There is a daily deadline of 3:00 pm for all items that need to be processed for next day delivery. You can take the package to the Mail Services' office, located at 615 Hopkins Road, or you can use the on-line scheduling request system for FedEx shipments found in the link below. You will need the UCD log-in and Kerberos password.

Questions about addressing campus mail can be answered here:

http://afs.ucdavis.edu/our_services/distribution-services/mail-services/preparing-mail/addressing-mail.html#one

43. MyTravel

MyTravel (http://afs.ucdavis.edu/our_services/travel-e-entertainment/index.html) is the accounting system where all travel and entertainment expenses are processed. It is a complex system which cannot be fully explained in this manual, but there are many resources available. ASI faculty and staff are responsible for entering their own expense reports for reimbursement, and any questions can be answered by the ASI Executive Analyst, by calling MyTravel at 530-757-8888, or by emailing travelhelp@ucdavis.edu .

To set up your profile in MyTravel so you can start creating expense reports, make sure you have a Kerberos ID. Enter the MyTravel website at <https://mytravel.ucdavis.edu:8443/concur/expense/>. Click on the icon at the top right that looks like a person coming out of a folder. Choose "yes" for Connexus User, use 986C for Connexus billing ID, and ask your supervisor what the default chart-account number should be. Fill out the rest as appropriate. To allow another person to look at your expense reports (usually the Executive Analyst), choose the hyper-link "Delegates" at the top of the page. Search for the person you would like to add and add them. When done with that, you can choose the "personal vehicle" hyperlink and add information on your vehicle, in case you will be reimbursed for mileage in the future.

If your supervisor decides it is important for you to have a UC Davis credit card (called a Corporate Card), all of the charges will import into the MyTravel system and an expense

report will need to be created in order to have the credit card payment processed. If you are not careful, you could incur late fees, so it is imperative that expense reports be processed in a timely manner.

When booking a flight/hotel/rental car, sometimes it makes sense to use the UC Davis MyTravel Connexus Travel Portal. This is located on the MyTravel main page (link listed above) on the right-hand side. If you use BCD Travel or UC Travel Center, the charges to the companies will automatically be paid through a UCD holding account (called CTS). After the trip is over, you can create an expense report and clear the amount out of the UCD holding account. This is useful so the charges don't sit on a credit card and possibly incur late fees.

It is also important to know that the IRS has placed a cap on how much a person can spend on a meal. Please check the for the updated meal allowance amounts at http://afs.ucdavis.edu/our_services/travel-e-entertainment/entertainment/allowable.html.

Following are two examples of MyTravel expense reports (one an Entertainment Report and the other a Travel Report) just to give a very simple overview.

Example of a simple Entertainment Expense Report: The Director hosts three visitors for lunch and a tour of the Student Farm. The Director charges the lunch to his corporate card. The Director brings the receipt to the Executive Analyst (EA), with a list of those in attendance, what company/university they are affiliated with, what the business purpose of the lunch/tour was, and what account number to charge. In approximately 4 days, the charges "import" into MyTravel. The EA, acts as a delegate, and goes into the MyTravel system under the Director's name. An expense report (Report Type would be "Entertainment") is created which explains the date of the lunch, who was in attendance (and their business affiliation), where the dinner was held, what the purpose of the dinner was, and the account number to be charged. Then the EA will add the corporate card charge for the lunch from the list of "Imported charges" under the Director's name. To see the report that needs to be sent to MyTravel for the expenses, click on the hyperlink that says "View or Print Report." This will list out any receipts that need to be sent to MyTravel (usually expenses \$75 and over need to be sent). Fax, email, or attach the fax cover sheet and the receipts to MyTravel. Once the receipts have uploaded into the system, submit the report for approval. The report will go through 3-4 departmental approvals before the payment is sent to the corporate card.

Example of a simple travel report: The Director flies to Seattle, WA, to meet with Gates Foundation. He will spend one night in a hotel. The EA had booked the flight through Connexus and had contacted the hotel via phone to make the reservation, giving the Director's corporate card to place the reservation. When the Director returns to the office,

he gives the appropriate receipts to the EA. The EA acts as a delegate, goes into MyTravel, chooses “Travel less than 30 days” for the expense report type. Enter all the information for the trip (hotel receipts will need to be broken down by room charge and taxes per night), print the cover sheet, and fax in the appropriate receipts. It will go through the same departmental approval routing as the Entertainment report.

As mentioned earlier, MyTravel reports can be very complicated, so check in with one of the help resources mentioned earlier.

44. Office Supplies

Office supplies are ordered through the UC Davis supply order website called, “My UCDBuy.” The EA places the supply order for all of ASI as items are needed. If you need office supplies, check the supply cabinets in both the Annex and the administrative offices. If you still don’t find what you need, email your request to the EA. If the supplies should be charged to a certain account number, make sure and include that information with the email. The EA also has an Office Max catalog in the administrative offices that can be used to find specific items before placing the order.

If there are supplies that you need for an upcoming event, give the EA at least two weeks before the event to place the order.

For supplies that aren’t located on the UCDBuy website, or the prices are better through another web site, the EA can purchase the items using the purchasing card. Send an email to the EA showing the website link, the item needed, and the account number to be charged.

Printer toner cartridge and copy paper is automatically ordered by the EA on an as-needed basis.

After changing out a printer toner cartridge, place it into a toner box, tape it up, mark “recycle” on the box, and place in the out-going mail box in 151 Robbins Hall. The mail personnel will make sure it gets to the recycle area.

45. Organization Chart

ASI’s organization chart is located at N:/_Core Support Functions/Org Charts.

46. Outlook Calendars

Once you have a computing account, you should be able to access your Outlook calendar. We use the Outlook calendars to track when staff is in the office and when we can schedule meetings, so it is a good habit to place meetings/absences/holidays/vacations on your calendar.

If you need to view another staff member's calendar, go to the ribbon where it says, "Open Calendar." Choose "from Address Book." Type in the person's name, and then highlight it when it appears. The name should automatically load into the blank space by the word, "Calendar." Then click OK. Now you should be able to view their calendar.

Others should be able to add your calendar to their Outlook by doing the same procedure.

There are other important ASI calendars that you will want to view and be able to edit. To add them, search the address book for the following calendar names: CAES ASI-ANNEX-Conferenceroom, CAES ASI-Car, and CAES ASI-Robbins-147. If you need to reserve time in the Annex conference room, reserve the car for business use, or reserve the small conference room (147 Robbins Hall-by the Director's office), you will place your reservation on these calendars.

To invite someone to a meeting, click on the date/time on the calendar to open the appointment window. Click on "Invite Attendees" on the ribbon. Add the email addresses. Fill out the rest of the meeting information and hit send. If it is a meeting that will happen on a regular basis (a "reoccurring" meeting), then click on the "Recurrence" area on the ribbon, and fill out the date/time that it will be reoccurring. Then hit send.

If you need to schedule an appointment with various ASI staff members and would like to find open times on their calendars, you can "layer" the calendars on top of each other to quickly see the open time slots. You do this by opening each person's calendar, then click the arrow at the top of each person's calendar. This moves them on top of each other. To unlayer them, click the arrow again or just close the calendar.

Use File tab – Options – Calendar to set basic work times and days and permission levels (recommend at least including subject & location). Please use calendar to note meetings, travel, vacation, out sick. (You can mark personal appointments as private.) If you are working from home for any reason, please note on your calendar, and provide phone number of how you can be reached.

Use Outlook to view other staff and Dean's Office schedules; you can request permission to view.

Use Outlook to reserve ASI car, Annex conference room, ASI Parking Meter Permit (Open Calendar – From Room List – see list of ASI resources). After viewing if resource is available, you will probably need to “invite this resource” from your calendar. If you reserve directly on the resource calendar, please put the name of the event, followed by your name (either in the title or location field). If there are any conflicts or questions about the reservation, we need to know who is responsible for the reservation.

Recommended that you check out tutorials here: <https://support.office.com/en-us/learn/office365-for-business> Scroll down a bit, and start with the section entitled “Your first days with Office 365.”

You can access your email and calendar from the web on any computer at: <https://www.outlook.com/ucdavis.edu>

There are ASI email groups that you can use (access on TO.. button in new email):

ASI – Annex

ASI – Robbins

ASI – Student Farm

ASI – Russell Ranch Sustainable Ag Facility

ASI – Staff (this list includes everyone in the above 4 lists)

ASI – All (includes all ASI Staff and all ASI Affiliated Faculty)

47. Parking and Parking Permits

Questions about parking on campus can be answered at <http://taps.ucdavis.edu/parking>.

There are a few different types of parking permits, but the most used parking permits are A or C permits. The A permits for long-term employees cost approximately \$50 per month and allow parking in most parking spots (not carpool spots before 9:30 am, and not Diamond E/Vendor spots). The C permits cost approximately \$42 and allow parking in areas designated for C permits.

Parking permits can be purchased online (<https://secure.taps.ucdavis.edu/TAPS-Store/PermitStore/>) or in person at the Transportation Services offices (<http://taps.ucdavis.edu/about/hours>).

ASI has its own parking permit which can be checked out through the Outlook calendar named CAES ASI-Car-Permit1. This is an “EasyPark” parking meter. It is a small electronic



device that looks like this: It already has money loaded on it, and once it is turned on, it automatically deducts the parking fee from the pre-paid bank programmed inside the device (at \$1.50 per hour). This allows you to pay for only the time you are parked, like a parking meter. It is valid in Visitor and C parking permit areas (also at meters, but only up to the posted time limit). Here is the website for the EasyPark meter: <http://taps.ucdavis.edu/parking/permits/easypark>.

The EasyPark meter is found in the ASI administrative offices in 143 Robbins Hall. It is kept in the top drawer of the right-hand filing cabinet as you face the windows. It is on the left side in a small basket.

ASI also has a Central Campus parking permit that is to be used when you need to drive onto campus and stay for only 30 minutes. There is no calendar to check it out; it is to be used on a first-come, first served basis. It is also kept in the ASI administrative offices top filing cabinet drawer on the right side of the office. It is not valid in the A or C lots, just 30 minute parking spots.

ASI also keeps guest permits to be distributed when VIP guests are driving to campus and we would like to provide free parking for their visit. The Executive Analyst keeps the permits, the log, and has the ability to sign the permit to make it valid.

48. Phones

- Every phone should have a PIN number (4 digits) written on a post-it note and placed on the phone. If there is not a PIN number on the phone, then try the last four digits of the phone number (i.e., for 752-3915, try 3915). If you cannot figure out what the PIN number is for the phone, contact the Executive Analyst.
- Please identify your name and program when answering the phone (and in your outgoing phone message).
- If you will be out of the office for at least one day, please leave both voice and email messages with this information. If you will be out for at least a week, please direct callers to another staff member who may be able to help.
- Phone line forwarding: *70, wait for beeps, enter phone number to forward. (If outside line, include "9" first.)
- Undo forwarding: *80, wait for beeps. (Note that if you don't answer a forwarded phone call, it will still get picked up by your voice mail.)

- Information on UCD voicemail system: <http://crcms.ucdavis.edu/node/19> (also see user map on Annex supply room bulletin board)
- Voicemail phone number: 754-0054. This is the phone number to dial to reach your message, and to update the message others hear when they dial your number (option 9). You can also check voicemail messages from outside UCD by dialing this number. You can program this into your phone.
- We recommend setting up Enabled Voicemail (EVM) which sends you an email with a sound file of each message left on your voicemail, so that you can access your message directly from your email. Directions/guide: <http://cr.ucdavis.edu/commsrv/voice/atrguide/evm.cfm>
- While on a phone call, you can forward the call to another campus phone line AND/OR you can add another campus phone line to the call. (Ask Bev for a demo.)
- ASI Master Phone List, including all ASI employees and affiliated faculty is located at: N:_ASI General Information\Phone Lists. Let Exec Analyst know if you see any errors.
- To dial campus and 530 area numbers, dial just the 7-digits (i.e., 752-3915). To dial a number outside of campus or the 530 area code, there is no need to press a number to get an outside line, just dial the 10-digit phone number.
- You can find more information at <http://crcms.ucdavis.edu/myphone>. A quick reference guide is located here: http://cr.ucdavis.edu/commsrv/voice/calling_features.pdf.

49. Pre-Purchasing System

The Pre-Purchasing System is intended to provide a streamlined, electronic pre-purchasing process to allow individuals to purchase supplies needed for their work. Instructions on using the pre-purchasing system can be found at N:_ASI General Information/Prepurchasing Instructions. Some ASI staff have been approved to enter their own receipts into the system for reimbursement, and some others will have the Executive Analyst enter the receipts. A receipt is necessary, showing the business name, date, item purchased, amount, purchaser's last name, and the last four digits of the credit card, or the word "cash" if it was purchased with cash. The Executive Analyst will train staff to use the system, if needed.

50. Principles of Community

ASI affirms and upholds the UC Davis Principles of Community (<http://occr.ucdavis.edu/poc/index.html>) which are basic principles that affirm the inherent dignity in all of us. They set forth ideals and expectations for campus interactions. Members of the UC Davis community are expected to treat each other with respect and dignity, to refrain from displays of inappropriate anger or intimidating conduct, to shun

epithets or abusive language, and to find effective means to disagree, to persuade and to inform through rational discussion. Although the Principles of Community are not enforced by punishment unless the act is a crime or breach of conduct standards, the Principles provide guidance for addressing the full range of behavior and interactions.

51. Printers

For the ASI administrative offices and the Annex, there is a black and white printer and a color printer in each location. In the Annex, the b/w printer is “Chum” and the color printer is “Cocoa.” For the administrative offices, the b/w printer is “asi-5350dn” and the color printer is “Rhubarb.” Please use the black and white printer as often as possible as the color toner cartridges are expensive. Also, please print double-sided when possible. Toner cartridges and printer paper are kept in supply next to the printers. After a printer toner cartridge has been replaced, place the used cartridge in the empty box of the cartridge that was just loaded, tape it closed, and write “recycle” on the outside of the box. Place the box in the mail outbox located in 151 Robbins Hall. The mail personnel will deliver the cartridge to the recycle center. If maintenance is needed on a printer, contact the Program Manager or the Executive Analyst.

52. Purchasing Cards

A staff member who purchases a lot of office supplies can be issued a Purchasing Card, or p-card for short. This is like a credit card, but it is issued in the name and on behalf of the University instead of to an individual. The p-card overview can be found here:

http://afs.ucdavis.edu/our_services/contracting-services/p-card/index.html. To get a card, you must take the cardholder training found on this page:

http://afs.ucdavis.edu/our_services/contracting-services/p-card/how-to-get-a-card.html.

Complete the application (also found on the page list in the previous hyper link). Once your application is complete, complete a Purchasing Card Request Number (found on link listed previously). Print the Cardholder Agreement at the end of the application, read, sign, secure your supervisor’s signature, and submit the agreement and the purchasing card request number to your fiscal officer who will complete the application process. P-card receipts can be processed through the Pre-Purchasing system (see pre-purchasing section in this handbook). This card is to be used to buy supplies for the office, or for an event (not food). Food is usually purchased for an event, and therefore must be purchased with the corporate card (see corporate card section in this handbook). If you have questions about what can be purchased on the p-card, see http://afs.ucdavis.edu/our_services/contracting-services/p-card/using-the-card-/allowable-use.html or ask the Executive Analyst or Financial Analyst.

53. Ready Talk Instructions

If you need to organize a conference call, ASI has provided a “Ready Talk Conference Call” account. The Ready Talk instruction sheet can be found at N:/_ASI General Information/Ready Talk. Reserve the Ready Talk line on the Outlook calendar entitled, “CASE ASI-ReadyTalk.” The Sustainable Sourcing team has their own Ready Talk phone number (see the project manager if you need to use that number for a Sustainable Sourcing-related conference call).

54. Recycling

ASI tries to recycle as much as possible. Each office area is supplied with a blue paper recycle container under their desk. There are battery and fountain pen recycling areas located across campus, including the ARC, the MU Coffee House, the Silo, and many more. The most current map of all collection locations can be found on this map: <http://campusmap.ucdavis.edu/sustainability/>.

55. Remote Access

To connect from home by remote desktop, follow the instructions on this page: <https://support.caes.ucdavis.edu/hc/en-us/articles/201395100-How-can-I-connect-from-home-using-Remote-Desktop->.

56. Russell Ranch Dried Tomato Packets

Russell Ranch Dried Tomatoes are organically grown at ASI’s Russell Ranch. The dried tomato packets are available for purchase at the UC Davis Bookstore. The ASI administrative office keeps a box handy to give to VIP’s who visit also. They are a great advertising tool for Russell Ranch.

57. Signature Delegation

Most often, the Director signs ASI paperwork. When the Director is out of the office, the signature authority is delegated to someone in ASI or the Dean’s office. See the latest signature delegation information at N:/_ASI General Information/Signature Delegation. If a document needs to be sent to the Dean’s office for signature, email to caes-doc@caes.ucdavis.edu. Do **not** send requests to the executive assistants.

58. Staff Development

As an employee of UC Davis, you have access to many free classes taught through Staff Development and Professional Services, which lists courses at this web site: http://sdps.ucdavis.edu/course_catalog/index.html. There are also certificate programs found at <http://sdps.ucdavis.edu/certificates/index.html>. Your supervisor's approval must be obtained before enrolling in the class.

59. Sustainable Agriculture and Food Systems Major

ASI hosts the Sustainable Agriculture and Food Systems major (SA&FS). Students majoring in SA&FS focus on the social, economic, and environmental aspects of food and agriculture – from farm to table and beyond. More information can be found here <http://asi.ucdavis.edu/students/about-major>. The advising office is located in 1303 Hart Hall, and can be reached at 530-752-2244.

60. Temporary Affiliate Form

If you are sponsoring a temporary visiting scholar, researcher, faculty member, or volunteer, and they need a temporary computing account (which includes a Kerberos login), complete the on-line form found at <https://support.caes.ucdavis.edu/hc/en-us/articles/201724760-Temporary-Affiliate-Form>.

61. Timesheets

The Time Reporting System (TRS) website is located at http://afs.ucdavis.edu/systems/time_reporting_system/index.html. Once you start a paid position at UC Davis, you will need to fill out the timesheet (the schedule depends on your classification). See your supervisor with any questions.

Employees are generally required to take at least a 30-minute lunch break (unpaid) if working 6 hours, and a 15-minute break in the morning and afternoon. Sick leave is used for personal illness or caring for an ill family member (not interchangeable with vacation). For vacation days, obtain prior approval from your supervisor. If you are called to jury duty, you don't need to use either sick leave or vacation, it is a separate designation. Review calculation of holiday time for those working less than 100% time.

62. Travel

Please carefully read through the policy guidelines:

<http://manuals.ucdavis.edu/ppm/300/300-10.pdf>
http://afs.ucdavis.edu/our_services/travel-e-entertainment/index.html

If you will be travelling frequently, it may be appropriate to request a UCD Corporate Card (credit card). Please discuss first with your supervisor, then complete the application form (link at the bottom of <http://travel.ucdavis.edu/corpcard/overview.cfm>). The credit card will be sent to your home address, as will the bills. You will be responsible for completing the appropriate MyTravel reports in a timely manner – within 21 days or less. By signing up for the corporate card, you are confirming that you **understand and agree that this Travel & Entertainment Card is for business-related expenses only and that failure to comply may result in disciplinary action.**

File travel and entertainment expense reports online at MyTravel, <https://mytravel.ucdavis.edu>. Please assign our Exec Analyst as a delegate so that she can assist you with completing expense reports. Upper right hand corner, click on icon for My Info. From there, choose Delegates from the links near the top of the page. Please confirm with your supervisor the appropriate account to use for your travel.

Airplane, car, and hotel reservations can be made on the UC Davis website www.mytravel.ucdavis.edu, using the “Connexus Travel Portal” link on the right-hand side. This is the website that is used to not only book travel, but to prepare and process travel or entertainment expense reports. Ask the Executive Analyst for help with this website until you gain familiarity.

63. UC Davis Website

You can find the UC Davis website at www.ucdavis.edu and if you choose the “Resources” link on the top right, you will see many quick links to important websites. The “MyUCDavis” link can get you right into the Time Reporting System, UCD Buy, Quali, MyTravel, Human Resources, and At Your Service Online (AYSO). AYSO is where you can see your current benefits, earning statements, retirement estimations, and much more. This is a great website that all employees should become familiar with.

64. Vehicle Rental

Vehicle rentals can be made through the UC Davis website www.mytravel.ucdavis.edu, using the “Connexus Travel Portal” link on the right-hand side. You will not need to buy extra insurance when booking through this system. UCD has contracts with vehicle rental companies, so if traveling and need to rent a car, and can’t use the Connexus Travel Portal, then use the following rental companies and let them know UCD has a contract with them:

- Hertz, UCD Contract 72104
- National, UCD Contract 5007819
- Enterprise, UCD Contract XZ30C01

Never pay for additional insurance or services (such as roadside assistance).

Fleet Services (located on campus) is the place to rent vans, vehicles, and charter buses for local needs. Their website is www.fleet.ucdavis.edu. Their phone number is 530-752-7171.

65. Visiting International Students and Scholars

ASI hosts visiting international students and scholars on occasion. If your division is thinking about hosting an international student or scholar, please see the Services for International Students and Scholars (SISS) webpage here: <http://siss.ucdavis.edu>. There are many different types of International Scholar visas, and the classification determines the type of applications the visiting student/scholar will need to fill out. This is the website that explains the different types:

http://siss.ucdavis.edu/scholars_depts/general_info/index.html. Please see the Executive Analyst for more information about visiting international students and scholars.

66. Volunteers

Occasionally ASI will have a position that will be filled by a volunteer. Please see this website to understand the department's responsibilities:

<http://www.hr.ucdavis.edu/recruitment/requisition/volunteers.html> - there are two forms that will need to be filled out and kept in ASI's records.